

MPCP, RPCP, and WPCP Requirement Reminders and Other Information April 2020 to June 2020

The Department of Public Instruction (DPI) is providing this information regarding upcoming requirements and other information to Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP) (collectively Choice) schools.

Please review the 2019-20 School Important Dates, located on the [Information for Schools](#) web page for other upcoming requirements and the [Program Bulletins](#) and other resources referenced in this document for more complete information.

The requirements identified in this document are based on Wis. Stats. §§118.60 and 119.23 and Wis. Admin. Code PI 35 and PI 48. Changes due to COVID-19 are authorized by [Wisconsin Act 185](#). For the latest information, please visit the DPI-wide COVID-19 (Novel Coronavirus) web page or the Choice School Information page.

Information provided is subject to statutory and administrative rule changes, including temporary changes that may occur as a result of the COVID-19 outbreak. The DPI has already received some of the reports listed below from some schools. Please do not request confirmation of receipt if the school has already submitted the reports.

Contents

| | |
|---|----|
| REMINDERS | 2 |
| 1. DPI COVID-19 Information and Summary of Changes | 2 |
| 2. MPCP & RPCP Schools Application Process | 3 |
| 3. WPCP Schools Application Process | 4 |
| 4. 2020-21 New School Financial Requirements – by May 1 | 7 |
| 5. Hours of Instruction – 2019-20 Requirement Waived and 2020-21 Report Extended to September 30..... | 8 |
| 6. Civics Exam – Requirement Waived | 8 |
| 7. WISEdata Snapshot – Cancelled..... | 8 |
| 8. May Choice Payments – by end of May | 8 |
| 9. Student Assessments – Requirement Waived | 9 |
| 10. Continuing Schools that Selected the Surety Bond Option – by June 1 | 9 |
| 11. Choice Summer School Course List Report – Extended to June 1 | 10 |
| 12. 2020-21 Annual Budget for Continuing Schools and New 2020-21 Schools Choosing Surety Bond Option – by June 30 | 10 |
| 13. January 2020 Enrollment Audits – Extended to June 30 | 11 |
| 14. Governing Board Meetings with Parents – Requirement Waived | 11 |
| 15. June 30, 2020 Cash and Investment Balance – Requirement Waived | 11 |

Please contact the DPI at privateschoolchoice@dpi.wi.gov or 1-888-245-2732 ext. 3 if you have questions.

REMINDERS

1. DPI COVID-19 Information and Summary of Changes

Department of Health Services Secretary-designee Andrea Palm issued [Emergency Order #28, Safer At Home Order](#), which requires that private schools remain closed for pupil instruction and extracurricular activities for the remainder of the 2019-20 school year. While the Safer at Home Order keeps buildings closed, it does not close school operations. The DPI encourages schools to continue what they have been doing to provide continuity of learning and school meals, if applicable. Please see the statement from State Superintendent Carolyn Stanford Taylor below.

“The closure of school buildings does not mean the end of services to children. The Department of Public Instruction remains committed to supporting schools and districts as they continue to care for their students, advance continuity of learning, provide meals for students, plan for the remainder of the year, and begin to plan for summer school opportunities and next fall due to COVID-19.”

[Wisconsin Act 185](#), signed by Governor Evers on April 15, 2020, allows the DPI to waive and extend certain requirements for the Choice programs and makes other changes. Below is a summary of the current changes impacting Choice program schools. For more information on these changes, see the appropriate sections of this document.

Summary of Changes

1. Last Day of 2020-21 WPCP Application Period
Extended to May 14, 2020.
2. 2020-21 WPCP Application Verification
Extended to May 29, 2020.
3. Schools Notify Ineligible 2020-21 WPCP Students
Extended to June 30, 2020.
4. 2020-21 Surety Bond for Continuing Schools
The DPI extended to June 1, 2020.
5. 2020 Summer School Course List Report
The DPI extended to June 1, 2020, or 5 days before the first day classes are offered.
6. Hours of Instruction and Hours of Instruction Reports
The DPI waived 2019-20 school year hours and revision reporting requirements.
The DPI extended 2020-21 school year Hours of Instruction report to September 30, 2020.
7. 2019-20 Assessments
Requirement waived.
8. 2019-20 4K Outreach
The DPI waived the requirement for any schools that included 4-year-old kindergarten pupils in the 0.6 full-time equivalent category on the January 2020 Pupil Count Report.
9. 2019-20 Civics Exam
Requirement waived.
10. 2019-20 Governing Board Meetings
The DPI waived the requirement.

11. WISEdata Snapshot
The DPI cancelled the May 2020 Snapshot.
12. 2019-20 Report Cards
Report card production for the 2019-20 school year during the 2020-21 school year has been cancelled.
13. January 2020 Enrollment Audits
The DPI extended to June 30, 2020.
14. 2019-20 Cash and Investment Balance
See the [June 30, 2019 Cash and Investment Balance section](#) for information on this requirement and the waiver.

2. MPCP & RPCP Schools Application Process

All students must apply to the Choice program every school year, including continuing Choice students. MPCP and RPCP schools should review the Application Process Bulletin at [School Application Processing](#), which includes most of the information below and additional information schools may find helpful.

Providing Application Documentation Electronically

Parents can provide the required application documents to the school electronically. A school can use a pdf, picture, or print screen of a required application document as long as the document includes all of the required components and Wisconsin law permits copying of the document.

There are two specific items that require a complete document. The first is that the school must obtain and retain the first two pages of the federal income tax return if it is required support for the application. The second is that if a lease agreement is used for residency documentation, the lease provided must be a complete, signed lease. The resources available on the School Application Processing webpage include information on the required components for each required application document. Appendix C of the Residency Documentation Bulletin, available on the [Bulletins](#) webpage, includes a summary of documents that may be obtained as part of an application that cannot be copied.

Eligibility Determination

Schools participating in the MPCP and RPCP must complete the verification for all applications in the Online Application System (OAS) **prior** to the next application period, **prior** to completing a random drawing, if required, **within 60 days** of the end of an application period during which an application is received by the school, or **prior** to the next count date, **whichever occurs first**.

Notification

MPCP and RPCP schools must notify the parent of each applicant of their acceptance or non-acceptance via mail or email within 60 days of the end of the application period during which an application is received. If a student is placed on the waiting list, a notice of non-acceptance must be sent to the parent and indicate the student's place on the waiting list. If the school rejects a student application, the notice of non-acceptance must include the reason why the student was not accepted. A Choice application may only be denied if the student does not meet the residency, income (if applicable), and age requirements (for grades K4, K5, and 1) or there is no space available at the school (i.e. there were more applications than seats available therefore the student would be placed on the waiting list).

Applicants accepted into the Choice program shall have a reasonable period of time to confirm enrollment. The schools may maintain a school policy to determine the reasonable period to confirm enrollment and the method of confirmation (i.e. email, phone call, letter, signed school form, etc.). The school may include on the notice of acceptance or non-acceptance that the seat will be considered to be declined by the parent if the parent does not respond in the timeframe provided on the notice. The school may maintain a policy that applicants are responsible for having current contact information on file at the school for the school to notify the applicant of their status.

Application Periods

The table below displays the MPCP and RPCP application period start and end dates and the last day to verify applications in OAS for each application period for the 2020-21 school year. The October, November, and December application periods are only for the MPCP.

2020-21 MPCP and RPCP Application Periods

| Application Period | Start Date | End Date | Last Day to Verify in OAS |
|--------------------|------------|------------|---------------------------|
| Feb | 2/3/2020 | 2/20/2020 | 4/20/2020 |
| Mar | 3/1/2020 | 3/20/2020 | 5/19/2020 |
| Apr | 4/1/2020 | 4/20/2020 | 6/19/2020 |
| May | 5/1/2020 | 5/20/2020 | 7/19/2020 |
| Jun | 6/1/2020 | 6/22/2020 | 8/21/2020 |
| Jul | 7/1/2020 | 7/20/2020 | 9/18/2020 |
| Aug | 8/1/2020 | 8/20/2020 | 10/1/2020 |
| Sep | 9/1/2020 | 9/14/2020 | 10/1/2020 |
| Oct (MPCP only)* | 10/1/2020 | 10/20/2020 | 12/19/2020 |
| Nov (MPCP only)* | 11/1/2020 | 11/20/2020 | 1/19/2021 |
| Dec (MPCP only)* | 12/1/2020 | 1/5/2021 | 2/1/2021 |

Note: Schools must submit applications in OAS prior to completing count reports for an application to be counted and eligible for payment.

*Second semester participation only.

MPCP and RPCP applications that are not verified in OAS within 60 days of the end of an application period or by February 1 for the December open application period will expire, will have a status of “Expired after 60 Days” in OAS, and will be ineligible for a voucher. Parents of these students may re-apply in a future application period, if available. If the school does not have any remaining open application periods for the applicable Choice program, the students will not be able to attend the school as Choice students.

How to find applications that have not been verified in OAS:

- Click “App Summary” located on the left side menu bar.
- Place a check next to “Not Yet Verified” located at the top of the screen.
- Filter the “Enroll Pd:” drop down located at the top of the screen by open application period month name.
- Applications that have not been verified by the school for the selected open application period will be displayed. If the message “No records found” displays, the school has verified all applications for the open application period.

Helpful Resources

- Training Module 8: Student Applications & Eligibility at [On Demand Training](#)
- Documents under “Explanation of Application Requirements and Process” including the Applications Process Bulletin and Application Verification and Corrections FAQ at [School Application Processing](#)

3. WPCP Schools Application Process

All students must apply to the Choice program every school year, including continuing Choice students. WPCP schools should review the Application Process Bulletin at [School Application Processing](#), which includes most of the information below and additional information schools may find helpful.

Application Period End Date – Extended to **May 14**

The WPCP application period for the 2020-21 school year was extended from April 16 to **May 14**. The school should advise parents of this change, when appropriate.

Application Verification End Date – Extended to **May 29**

Schools participating in the WPCP must complete the verification for all applications in OAS by **May 29**. See above for directions for schools to find applications that have not been verified in OAS.

For applications in which the parent elects to use the DOR Income Determination method and have the DOR determination completed by the school, the school should complete the DOR check prior to the end of the extended application period. If the DOR does not have records for the parent, the parent must switch to the DPI Income Determination method and re-submit the application in the Online Parent Application during the application period. Schools may complete the DOR Income Determination after the end of the extended application period; however, if DOR does not have records for the parent, the application must be determined ineligible.

Providing Application Documentation Electronically

Parents can provide the required application documents to the school electronically. A school can use a pdf, picture, or print screen of a required application document as long as the document includes all of the required components and Wisconsin law permits copying of the document.

There are two specific items that require a complete document. The first is that the school must obtain and retain the first two pages of the federal income tax return if it is required support for the application. The second is that if a lease agreement is used for residency documentation, the lease provided must be a complete, signed lease. The resources available on the School Application Processing webpage include information on the required components for each required application document. Appendix C of the Residency Documentation Bulletin, available on the [Bulletins](#) webpage, includes a summary of documents that may be obtained as part of an application that cannot be copied.

Application Changes – by May 29

WPCP schools may request that the DPI make changes to the 2020-21 WPCP applications in OAS until May 29.

School District and Grade Changes – after May 29

If changes are required to the resident school district, the school must notify the DPI as soon as possible. WPCP grade changes after May 29 must be completed via the Preliminary Enrollment report, the Third Friday in September Count report, or the Second Friday in January Count report.

Notification of Ineligible WPCP Students – Extended to June 30

WPCP schools with applications that have been determined ineligible through the application verification process should notify the parent of each WPCP applicant via mail or email that their application is ineligible and will not be included in the random drawing *after the last day of the WPCP application period but no later than June 30*. If the school denies a student application, the notice of non-acceptance must include the reason the student was not accepted. Ineligible WPCP applications will have a status of Parent No Show, Ineligible per DOR, or Ineligible in Both Semesters in OAS. The DPI will notify parents of accepted WPCP students and students on the WPCP waiting list via email. WPCP schools should not send a notice to the parents of these students.

Final WPCP Seats Report – June 1 to June 4

WPCP schools may view the number of seats available by grade level on the Available WPCP Seats report in OAS. WPCP schools may increase the number of WPCP seats available for the 2020-21 school year from **June 1 through June 4**. WPCP schools will enter this information on the Final WPCP Seats report in OAS. Schools should take into account any returning WPCP students. If the school indicates the school has fewer seats available in a grade than the number of returning WPCP students, some returning students will not receive a seat and will be placed on the WPCP waiting list. **If the school chooses not to increase the number of WPCP seats available for any grade level, the school must still submit the report with no changes.**

WPCP Random Selection – during Summer 2020

The DPI will use the WPCP seat numbers submitted in OAS on the Final WPCP Seats Report (due June 4) to complete the random selection process for all WPCP schools. For the 2020-21 school year, no more than 5% of students residing in a school district may participate in the WPCP. Under current law, that percentage increases each year after 2020-21 by 1% until it ends in the 2025-26 school year.

If schools indicate fewer seats available in a grade than the number of returning WPCP students, that will result in some returning students not receiving a seat and being placed on the WPCP waiting list.

Under state law, the DPI will conduct the random selection for WPCP schools as follows:

- i. If a school has fewer applications than seats available and is not affected by the school district pupil membership limit, the DPI will approve all applicants verified as eligible by the school to attend the school.
- ii. If more students apply than available WPCP seats at the school and/or the school received applications from students affected by the school district pupil membership limit, the DPI will randomly fill the available seats giving preference in the order of preference below:
 - a. students who attended the private school under any Choice program during the previous year;
 - b. siblings of students under a;
 - c. students who attended any other private school under any Choice program during the previous year;
 - d. siblings of students under c; and
 - e. siblings of students who have been randomly accepted to attend the private school under the Choice program who did not attend a private school under any Choice program in the previous year.
- iii. If there are students that will not receive a voucher due to the school district pupil membership limit or school's available WPCP seats, the students will be placed on the WPCP waiting list.

The DPI notifies parents of WPCP students chosen in the random drawing and students on the WPCP waiting list directly via email. School administrators and designees will receive an email when students at their school are chosen in the random drawing and schools may view the list of students on the Intent to Attend Report in OAS.

Parents of students chosen in the random drawing will be given a deadline to confirm to the school their acceptance and indicate whether or not their students will attend the school. WPCP schools must notify the DPI of the parent's response by completing the Intent to Attend Report in OAS.

There are three possible reasons why a student who applied to a school did not receive a seat at that school:

- i. The student lives in a public school district where the district cap limit was reached, and the student is on the WPCP waiting list;
- ii. The school did not have space in the grade, and the student is on the WPCP waiting list; or
- iii. The student applied to more than one school and received a seat at a different school.

After a random selection is completed, students that the school indicates "Yes, Will Attend" on the Intent to Attend report in OAS will have an application with a status of "Submitted". Students on the WPCP waiting list will have an application with a status of "Verified" in OAS. For students that received a seat at a different school, the application will have an "Ineligible in Both Semesters" for the school that the student is not attending.

The DPI will fill available seats from the WPCP waiting list up to the ***Second Friday in January***. WPCP schools should check their email regularly as the DPI will use email to communicate with schools regarding students on the waiting list that are offered a seat. Please note that if a parent does not confirm acceptance to the school within the set time or a seat is declined at a school, the seat is offered to the next student on the waiting list, if possible, which is not necessarily a student that applied to that school.

WPCP Withdrawals for 2020-21 School Year – Summer to January 5, 2021

Schools should notify the DPI at privateschoolchoice@dpi.wi.gov with the information below when a student with an eligible application (i.e. application has status of Submitted in OAS or Verified in OAS where student is on the WPCP waiting list), withdraws from the school or decides to no longer participate in the WPCP:

- i. Student name, date of birth, and grade level; and
- ii. Attach **one** of the following:
 - a. School form showing the student has withdrawn from the WPCP or will not be attending the school for the 2020-21 school year. The form must include the student name and be signed by a parent on the WPCP application. Please note that a request for records does not meet this requirement.
 - b. A letter or email from a parent on the WPCP application sent to the school which includes the parent(s) name, the student name and the school name stating the student has withdrawn from the WPCP or will not attend the school for the 2020-21 school year. A letter must be signed by a parent

on the WPCP application, and an email must be from a parent on the WPCP application and include the email heading information (i.e. To line, From Line, Date, Subject).

Schools are not required to provide the withdrawal information to the DPI for students that do not have an eligible application in OAS for their school.

Helpful Resources

- Training Module 8: Student Applications & Eligibility and Training Module and 10: WPCP Application Process at [On Demand Training](#)
- Documents under heading “Explanation of Application Requirements and Process”, including Application Process Bulletin, Application Verification and Corrections FAQ, and Residency Documentation Bulletin at [School Application Processing](#)
- DPI-wide [COVID-19](#) (Novel Coronavirus) web page or the Choice [School Information](#) page

4. 2020-21 New School Financial Requirements – by May 1

Schools **new** to the Choice program for the 2020-21 school year are required to submit one of the following items by May 1.

- i. A complete “2020-21 DPI Budget & Cash Flow Report”, available at [School Submitted Reports and Forms](#) webpage, and all required attachments must be uploaded to Kiteworks.

OR

- ii. A completed surety bond form on the form that was emailed on March 2 or March 3, 2020 to the Choice administrator for schools that selected the surety bond option in the ITP. Schools that choose this option must annually provide a surety bond to the DPI by **May 1** in advance of the school year until the requirements to remove the bond are met.

The surety bond, including the Power of Attorney form, must be emailed to the DPI at dpichoiceauditreports@dpi.wi.gov or mailed to the DPI using one of the following addresses:

Documents Sent Via the USPS:

Wisconsin Department of Public Instruction
Attn: Choice School Finance Auditor
Private School Choice Programs
P.O. Box 7841
Madison, WI 53707-7841

Documents Delivered (other than by USPS):

Wisconsin Department of Public Instruction
Attn: Choice School Finance Auditor
Private School Choice Programs
125 South Webster St.
Madison, WI 53703

Schools are strongly encouraged to email the surety bond, including the Power of Attorney form, to dpichoiceauditreports@dpi.wi.gov rather than mail it. If a school decides to change from a budget to a bond prior to May 1, they must email the DPI as soon as possible to receive the surety bond form.

Please email the DPI at DPIChoiceAuditReports@dpi.wi.gov with any questions on this section.

Helpful Resources

- Training 3-5: Surety Bond and New School Budget & Cash Flow Report at [On Demand Training](#)
- Fiscal Management Training Materials, Kiteworks Instructions, and 2020-21 Budget & Cash Flow Report at [School Submitted Reports](#)

5. Hours of Instruction – 2019-20 Requirement Waived and 2020-21 Report Extended to September 30

Schools Participating in the Choice Program in the 2019-20 School Year

The DPI has waived the hours of instruction requirement for the **2019-20 school year**. For any schools that included 4-year-old kindergarten pupils in the 0.6 full-time equivalent category on the 2nd Friday in January 2020 Pupil Report, the DPI has also waived the requirement that the school provide at least 87.5 hours of 4-year-old kindergarten outreach activities for the 2019-20 school year. Schools do not need to submit a request for these waivers, they are automatically granted.

The DPI no longer requires schools to submit a revised hours of instruction report for the 2019-20 school year. The DPI has also waived the requirement to receive prior DPI approval to end the 2019-20 school year at an earlier date than originally scheduled.

Schools New to the Choice Program in the 2020-21 School Year

The DPI has extended the due date for the 2020-21 Hours of Instruction report to **September 30**. The DPI will provide instructions at a later time on how schools will report this information.

Helpful Resource

- DPI-wide [COVID-19](#) (Novel Coronavirus) web page or the Choice [School Information Page](#)

6. Civics Exam – Requirement Waived

The requirement for students to pass the civics exam in order to graduate from high school in the 2019-20 school year has been waived.

Helpful Resource

DPI-wide [COVID-19](#) (Novel Coronavirus) web page or the Choice [School Information](#) page

7. WISEdata Snapshot – Cancelled

The DPI has cancelled the Demographic Collection Snapshot that was to occur on May 19 for 2019-20 Choice schools. There will be no report cards produced for the 2019-20 school year.

Please complete a helpdesk ticket with any questions at [WISEdata Help](#) or contact the school's SIS vendor.

8. May Choice Payments – by end of May

By the end of May, the DPI will process the May state aid payments to eligible schools by direct deposit (ACH), based on each school's eligible applications and corresponding class list submitted to the DPI in OAS on the Second Friday January Count Report.

- The per student state aid amounts for the 2019-20 school year are \$8,046 per 1.0 full-time equivalent (FTE) for K-8 students and \$8,692 per 1.0 FTE for 9-12 students. The per student state aid amounts for four-year-old kindergarten (K4) are \$4,023.00 for 0.5 FTE and \$4,827.60 for 0.6 FTE (K4 with outreach). The per student state aid amounts for five-year-old kindergarten (K5) where the program is less than 1.0 FTE are as follows: \$4,023.00 for 0.5 FTE, \$4,827.60 for 0.6 FTE, and \$6,436.80 for 0.8 FTE.
- The May state aid payment is calculated based on the number of students on the 2nd Friday January Count Report multiplied by 25% of the annual FTE.

Choice schools will be able to see the May state aid payments by student in OAS by clicking on “Payments” on the left OAS menu bar. Here, schools can also export the data to Excel to view the headcount and FTE by student for each count date.

Choice schools will also be able to see May state aid payments in the Aids Register. To access the register, click on “Aids Register” located on the left menu bar of the [Private School Choice Programs](#) homepage (second from the bottom). Schools are prompted to enter the fiscal year, the school’s legal entity name and agency number. Tip: Enter “2020” for fiscal year. Next, enter the school’s legal entity name, click in the agency number box, and the agency number is automatically filled.

Helpful Resources

- Application Process Bulletin at [School Application Processing](#) or [Program Bulletins](#)
- Training Module 9-1: Payment Process, Pupil Count Report & Audit Overview at [On Demand Training](#)

9. Student Assessments – Requirement Waived

The “All students” assessment requirements for the remainder of the 2019-20 school year have been waived. Questions regarding assessments can be sent to Duane Dorn at Duane.Dorn@dpi.wi.gov or 1-608-267-1069.

Helpful Resource

DPI-wide [COVID-19](#) (Novel Coronavirus) web page or the Choice [School Information](#) page for more information.

10. Continuing Schools that Selected the Surety Bond Option – by June 1

Continuing schools that selected the surety bond option in a previous school year must provide a completed surety bond form to the DPI by **June 1**. This new deadline only applies to the 2020-21 school year. The required bond form was emailed on March 2nd or 3rd to the Choice administrator for these schools. The surety bond, including the Power of Attorney form, must be emailed to the DPI at dpichoiceauditreports@dpi.wi.gov or mailed to the department using one of the following addresses:

Documents Sent Via the USPS:

Wisconsin Department of Public Instruction
Attn: Choice School Finance Auditor
Private School Choice Programs
P.O. Box 7841
Madison, WI 53707-7841

Documents Delivered (other than by USPS):

Wisconsin Department of Public Instruction
Attn: Choice School Finance Auditor
Private School Choice Programs
125 South Webster St.
Madison, WI 53703

Schools are strongly encouraged to email the surety bond, including the Power of Attorney form, to dpichoiceauditreports@dpi.wi.gov rather than mail it.

A school that selected the surety bond option must annually provide a surety bond by **May 1** until the school provides all of the following and is notified by the DPI that the requirements have been met and the school no longer needs to provide a surety bond:

1. A two year comparative financial audit at the legal entity level prepared in accordance with generally accepted accounting principles (GAAP) that does not contain any indicators that the school is not financially viable.
2. Evidence of sound fiscal and internal control practices for the school year in the financial audit and for the subsequent school year.

Please email DPI at DPIChoiceAuditReports@dpi.wi.gov with any questions on this section.

Helpful Resource

Training 3-5: Surety Bond and New School Budget & Cash Flow Report at [On Demand Training](#)

11. Choice Summer School Course List Report – Extended to **June 1**

The DPI has extended the deadline for the Summer School Course List. Schools that have either indicated in the ITP or emailed the DPI that the school will offer a Choice Summer School program must submit a Summer School Course List Report in OAS by **June 1 or 5 days before summer course begin, whichever is later**. Schools that did not indicate on the ITP that the school would offer a Choice summer school program and then decide to offer the program must have the Choice administrator email privateschoolchoice@dpi.wi.gov indicating the school intends to offer a Choice summer school program as soon as possible.

To access the Summer School Course List Report in OAS, click on "Summer Sch Courses" on the left OAS menu bar. Instructions for submitting the course list are provided in the course list report in OAS. Schools that participate in multiple Choice programs (MPCP, RPCP and/or WPCP), must submit a report for each Choice program in OAS even if the school does not anticipate students from a particular program participating in summer school.

Schools that indicated on the ITP that the school would offer a Choice summer school program and then decide not to offer the program must have the Choice administrator email privateschoolchoice@dpi.wi.gov to inform the DPI the school will not offer Choice summer school as soon as possible.

Helpful Resources

- Summer School Bulletin at [Program Bulletins](#)
- DPI-wide [COVID-19](#) (Novel Coronavirus) web page or the Choice [School Information](#) page

12. 2020-21 Annual Budget for Continuing Schools and New 2020-21 Schools Choosing Surety Bond Option – by June 30

Schools that are **not new** to the Choice program for the 2020-21 school year and new 2020-21 schools that choose the surety bond option are required to complete their annual budget **by June 30**. Schools may either use the DPI's 2020-21 Budget and Cash Flow Report available on the [School Submitted Reports and Forms](#) website, or prepare their own budget. If the school prepares its own budget, the budget must include the following:

1. Anticipated enrollments for all students enrolled in the school.
2. Anticipated enrollments for Choice program students.
3. Estimated total revenues and costs.
4. Estimated eligible education expenses and offsetting revenues for the Choice program.
5. A schedule of anticipated beginning and ending net assets.
6. Identification of the contingent funding sources the school will use should actual enrollments be less than expected.

Schools should also include the anticipated beginning and ending reserve balance in the budget.

The school's independent auditor will ensure that this requirement has been met as part of the Fiscal & Internal Control Practices Report. Other than schools new to the Choice program in 2020-21 that selected the budget option for meeting the initial financial viability requirements, schools do not need to send the budget to the DPI unless it is specifically requested.

Please contact the DPI with any questions on this section at dpichoiceauditreports@dpi.wi.gov.

Helpful Resource

Training 6-3: School Budgets at [On Demand Training](#)

13. January 2020 Enrollment Audits – Extended to **June 30**

The DPI has extended the date by which all schools must submit the January 2020 Enrollment Audit to the DPI to **June 30**. The signed report can be scanned and emailed as a pdf document to dpichoiceauditreports@dpi.wi.gov or mailed to the DPI. Schools are encouraged to email the report rather than mail it to the DPI, if possible. When emailing the report, please name the report using this convention: {School Name on the Cover Page of the Enrollment Audit} Jan 2020 Choice Enrollment Audit.

Please email questions regarding the audit to dpichoiceauditreports@dpi.wi.gov.

Helpful Resources

- Training Module 9-1: Payment Process, Pupil Count Report & Audit at [On Demand Training](#)
- Choice [School Information](#) page

14. Governing Board Meetings with Parents – Requirement Waived

The DPI has waived the requirement for schools to conduct two governing board meetings with parents during the 2019-20 school year.

15. June 30, 2020 Cash and Investment Balance – Requirement Waived

For the 2019-20 school year, the requirement has been waived that schools have an audited year-end cash and investment balance that is at least as much as the PSCP and SNSP reserve balances combined with certain adjustments. The requirement has also been waived that the school repay the PSCP reserve balance to the DPI if the school does not have the required cash and investment balance in the 2019-20 school year.

Schools will still be required to submit a financial audit for the 2019-20 school year that calculates the school's June 30 reserve balance(s) and must maintain the required cash and investment balance for future school years.

Helpful Resources

- Financial Audit and PSCP/SNSP Reserve Balance Bulletin and PSCP Eligible Education Expenses Bulletin at [Program Bulletins](#)
- DPI-wide [COVID-19](#) (Novel Coronavirus) web page or the Choice [School Information](#) page